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**Andrews•Bartlett**

EXPOSITION SERVICES

**EXHIBIT HOURS:** The exhibits will officially open on **Wednesday, November 3, 1993, at 0730 HRS.** Exhibition hours will run as follows:

**Wednesday, November 3, 1993.....0730 HRS - 1900 HRS**

**Thursday, November 4, 1993.....0730 HRS - 1500 HRS**

**EXHIBIT DISMANTLE:** The exhibits will officially close on **Thursday, November 4, 1993 at 1500 HRS.** All exhibits must be packed with bills of lading turned in and carriers checked in by **Thursday at 1700 HRS.** Freight must be cleared from the hall by **1900 HRS** that same evening.

If you have any questions concerning any of the services enclosed, or if we may help you with your preliminary planning, please do not hesitate to contact our Customer Service Department at (703)550-8503.

Sincerely,

**ANDREWS-BARTLETT EXPOSITION SERVICES**  
**Customer Service Department**



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**TO: ALL EXHIBITORS**

**RE: OSS '93**  
**NOVEMBER 3-4, 1993**  
**OMNI SHOREHAM HOTEL**  
**WASHINGTON, DC**

We are pleased to have been named the Official Service Contractor for the forthcoming OSS '93.

To assist you in selecting your overall needs, we have enclosed our equipment and service order forms. Please complete and return the original copy to our office by the deadline dates and keep a photocopy for your files. **ORDER IN ADVANCE! HELP ASSURE A SMOOTH MOVE-IN FOR EVERYONE.**

Remember, the discounted prices will only apply to the standard furniture and carpet order forms received in our office by Wednesday, October 20, 1993, and accompanied by **payment in full**. Please see the enclosed "Payment/Credit Policy" and Credit Application forms for more precise payment information.

**BOOTH EQUIPMENT:** Booth equipment will consist of 8' high **blue** and **grey** backwall drape, 33" high **blue** siderail drape, and an identification sign at **NO CHARGE**. Please note that the hall will be carpeted in dark blue, rose, and blue-grey. One draped table, and two chairs will be provided by the hotel. If you have additional requirements, see the enclosed furniture & accessories order form. **For any electrical or telephone needs, please see the enclosed ancillary forms located in the back of your service manual.**

**EXHIBIT INSTALLATION:** Exhibitors may begin set-up on **Wednesday, November 3, 1993 at 0500 HRS**. All exhibits must be completely set by **0730 HRS** that same morning.

Mailing Address: **8430 Terminal Road, Lorton, Virginia 22079**  
Shipping/Deliveries: **8430 Terminal Road, Newington, Virginia 22122**  
Telephone: **(703) 550-8503** Fax: **(703) 550-5582**

**Exposition, Convention and Meeting. . .Planning, Production and Furnishings**

2500 Calvert Street, N.W., Washington, D.C. 20008  
(202) 234-0700

NAME OF SHOW: \_\_\_\_\_ SHOW DATE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
EXHIBITOR REPRESENTATIVE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**EXHIBITORS INFORMATION**

- (A) All charges must be pre-paid. Please makes checks payable to The OMNI Shoreham Hotel. See Address above.
- (B) This order must be received by The OMNI Shoreham no later than 15 days before the opening date of show. Orders received after this period will be subject to a \$50.00 surcharge.
- (C) All Floor orders receive service on a first come first served basis after advance orders are completed.
- (D) All Telephone Lines must be ordered thru C&P's business office. Telephone Number: (202) 346-6100.
- (E) Electrical power for lights and displays will be turned on one hour prior to show opening and off at show closing time daily.
- (F) At the discretion of the hotel, standby service by hotel electrician may be required for electrical service above 50 amps.
- (G) Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and does not include connecting or special wiring.
- (H) Prices subject to change without notice.
- (I) Form must be completely filled out or order will not be processed.
- (J) Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- (K) Credit will not be given for connections installed and not used.
- (L) All equipment regardless of source of power must comply with all federal and local safety codes.
- (M) Under no circumstances shall anyone other than "House Electrician" make electrical connections.

**LIST REQUIREMENTS BELOW**

(1) <b>Supplementary Lighting:</b>				
Ceiling spots each 150 watts.				
\$35.00 each. Plus 6% TAX.				
(2) <b>Standard Electrical Service:</b>	<b>AMPS</b>		<b>NO.</b>	<b>AMOUNT</b>
10 amps to 40 amps single	10 AMPS			
phase 120 volts electrical service, in ten amp increments. (10	20 AMPS			
amps = 1000 watts, 20 amps =	30 AMPS			
2000 watts, etc ) Charged at a	40 AMPS			
rate of \$4.00 per amp.				
<b>Example:</b> 10 amps @ 4.00 =				
\$40.00. Outlets provided as				
needed. Labor included for set-				
up and tear-down only. No tax.				
(3) <b>Heavy Duty Electrical Service:</b>	<b>AMPS</b>	<b>VOLTS</b>	<b>NO.</b>	<b>AMOUNT</b>
— 50 amp or above single phase				
120 Volt electrical service in 10				
amp increments will be charged				
at a rate of \$5.00 per amp.				
— 20 amp or above single phase				
220 Volt electrical service in 10				
amp increments will be charged				
at a rate of \$5.00 per amp.				
— 20 amp or above three phase				
208 Volt electrical service in 10				
amp increments will be charged				
at a rate of \$6.00 per amp.				
<b>Example:</b> 30 amps single phase,				
220 Volts @ \$5.00 = \$150.00.				
Outlets provided as needed.				
Labor included for set-up and				
tear-down only. No. Tax.				
(4) <b>24-Hour Service:</b>			<b>NO.</b>	<b>AMOUNT</b>
There is a one time charge of				
\$25.00 for 24-hour service.				
(5) <b>Electrical Labor:</b>			<b>HOURS</b>	<b>AMOUNT</b>
UNION LABOR: \$50.00 per				
hour Straight time, \$75.00 per				
hour weekends and holidays				
for standby service or trouble-				
shooting. No Tax.				
(6) <b>Special Requirements:</b>				
WE RECOMMEND YOU CALL				
FOR ANY QUESTIONS ON				
SPECIAL REQUIREMENTS.				
(202) 234-0700 Engineering				
Services.				
List Special Requirements:				
_____				
_____				
_____				
_____				

**AMOUNT**

Surcharge (Item B) \_\_\_\_\_

Sub Total \_\_\_\_\_

Tax \_\_\_\_\_

Total \$ \_\_\_\_\_

Customer's Signature: \_\_\_\_\_

Conditions and Regulations on Reverse